

How to request an official academic transcript

- **Use a transcript request form.**

Requests for transcripts are protected by federal law, and can only be released with the written request of the student. The form is available online at <http://www.xavier.edu/registrar> or at the Registrar's Office in Alter Hall, Room 129. Telephone the transcript desk at 513 745-2007 if you have questions.

1. The form can be completed in person at the Registrar's Office.
2. The form can be mailed, using this address:

Transcripts Office of the Registrar Xavier University 3800 Victory Parkway Cincinnati, Ohio, 45207-3131

3. The form can be faxed (when using a credit card) to 513 745-2868

- **Complete the transcript request form carefully.**

Failure to sign the request, remit payment, or give accurate information can result in the transcript request not being processed and returned to the student. Please read the following carefully.

1. Requests must be signed.
2. Requests must include your full name, all previous names, student ID, and current address and phone number.
3. Include your dates of attendance, course of study, and any degrees received and the number of copies of your transcript that you need.
4. Include the full address of where the transcript is to be sent. The transcript department is not responsible for incomplete or inaccurate addresses. Please note that we are unable to fax official copies of transcripts. Please be specific about any special processing instructions; for example, "hold until my degree (or grades) is (are) posted", "include the attached form with the transcript" or "rush processing."

- **The official transcript fee**

Fees are based on the number of transcripts requested and whether or not you request Express mailing. Payment must be made in advance.

1. The transcript fee is five dollars (\$5) for the first copy and one dollar (\$1) for additional copies ordered at the same time. Rush requests are ten dollars (\$10) for the first copy, \$1 for additional copies ordered at the same time.
2. Payment is by cash, credit card, check or money order (made payable to "Xavier University").
3. If you pay by credit card, Xavier accepts *Visa*, *MasterCard* and *Discover*. Include the credit card number, the name on the credit card and the expiration date on the transcript request form or on a fax cover sheet.
4. There is no charge for transcripts sent directly to other Xavier University departments or for *unofficial* transcripts.

- **Processing time**

1. After receipt of a written transcript request, normal processing takes 3 to 5 business days. During busy times at the beginning and end of each term and during priority registration, normal requests can take 5-7 business days.
2. Processing times can change and are not guaranteed.
3. Please check with us if your request has a time sensitive nature. Rush requests are processed within one business day and cost ten dollars. If you request it, Xavier University will send your transcript(s) via Express Mail through the United States Postal Service and will charge the associated USPS rate.

As a reminder, **all financial obligations to the University must be met before your request can be processed.** If you have an outstanding balance, or if your University account is otherwise delinquent, please call the Bursar's Office at (513) 745-3435.